

EXTRA WORK BILL – ON-LINE DATA ENTRY OPTION

Caltrans has designed an internet-based Extra Work Billing system that presents screens that look very much like the current paper-based EWB forms. The Prime Contractor will input the EWB information into the data entry forms and 'send' it to the Caltrans Resident Engineer for approval.

We expect that having Extra Work Bills sent electronically will result in improved accuracy, quicker payments, and the ability to track the status of any Extra Work bill through the Caltrans system.

This process will provide a permanent electronic record of exactly when your Extra Work Bills are sent, who has them, how long they've been there, and if they're scheduled for payment.

However, at this time, it is still necessary for required back-up documentation to be sent on paper. You must continue sending the paper invoices for material and /or work done by specialists or Lump Sum or Unite Price payments.

The following are examples of the On-Line Data Entry screens. This is only a brief look at the system screens. Detailed training is available for System participants.

EWB Tab

The screenshot displays the 'EWB - Input' window with a menu bar (File, Edit, Record, Help) and a toolbar. Below the toolbar are tabs for 'EWB', 'Equipment', 'Material', 'Labor', and 'Other'. The main area is divided into several sections:

- Find/Query Section:** Includes 'Find...' and 'Clear' buttons, a 'Query Mode' checkbox, and fields for Contract Number, CCO No., Report No., Rev. No., and Corr. No.
- Contract Information Section:** Fields for Contract Number, CCO No., Contractor Rpt. No., Rev. No., Rpt. No., Corr. No., Date Performed, Contractor Job No., Pay Method Allocation (set to 'HENGFA'), Labor Regular Surchg, Labor OT Surchg, 8% SVr, 50% Flag, Sub Markup, RAW Delay, and Partner Switch.
- Work Details Section:** Fields for 'Work Performed By', 'Desc of Work', and 'Contractor's Comments'.
- Rejection Section:** Includes 'Reject Record' checkbox, 'Reject Code' field, and 'Rejection Comments' field.
- EWB Status Section:** Fields for EWB Status Code, Description, Status Date, Origin (set to 'ORA'), Last Update Date, and User ID.
- Reviewer Notes:** A text area for notes.
- Error Codes from CAS:** A text area for error codes.
- Cost Summary Section:** Fields for Estimate No., OverHead, Sub Markup %, Equipment, Material, Labor, Other, Detail Total, Markup %, Subtotal, EWB Total Amount, and EWB Adjusted Total Amount.

At the bottom, there is a status bar with the text 'Enter value for : EA - Up to 6 characters' and 'Record: 1/1'.

This is the main page or title page. The top left section of the page allows you to 'find' a bill already in the system, the middle left section is for inputting a new bill, and the bottom left portion is where Caltrans would reject an item on this page. The information entered here is the basic contract information. The right side of the screen gives you the status of the bill and a cost summary of all elements of the bill and the markups.

Equipment Tab

EWB - Input

File Edit Record Help

EWB Equipment Material Labor Other

Contract Number CCD No. Contr. Rpt. No. Rev. No. RE Rpt. No. Corr. No. Detail Total Equip Markup

Query Mode

Reject Code Rejection Comments

| Line No. | Equip ID Number | Equipment Class | Equipment Make | Equipment Model | Attach Code1 | Attach Rate 1 | Attach Code2 | Attach Rate 2 | Regular Hours | Rate | Overtime Hours | OT Factor | Delay Factor | Amount | Reject Line |
|--------------------------|-----------------|-----------------|----------------|-----------------|--------------|---------------|--------------|---------------|---------------|------|----------------|-----------|--------------|--------|--------------------------|
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Enter value for: EQUIPMENT CLASS - Up to 5 characters - This is a REQUIRED field

Record: 1/1 List of Values

Equipment information to be billed is entered on the Equipment Tab. Although not seen on the screen print, the Equipment Rental Rate table is utilized on this page. When you double click in the Equipment Class field, the Rental Rate table comes up, you select the equipment required, and several fields are automatically populated. This validates the equipment and rate, and helps ensure accuracy.

Caltrans can reject portions of the bill by putting a check in the reject line of the line entry in question. A reject code is entered and comments can be made to explain the rejection. A contractor will be able to make corrections on the rejected line(s) only.

Material Tab

EWB - Input

File Edit Record Help

EWB Equipment **Material** Labor Other

Contract Number: CCD No.: Contr. Rpt. No.: Rev. No.: RE Rpt. No.: Corr. No.: Detail Total: Material Markup: Query Mode

Reject Code: Rejection Comments:

| Line No. | Vendor Name | Invoice No. | Invoice Date | Invoice Description | Units | Unit Cost or Net Pay | Amount | Reject Line |
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Enter value for : VENDOR NAME - Up to 30 characters

Record: 1/1

This screen is for entering the material information. Where receipts/invoices are needed now, they will also be needed in this system, following existing procedures. A copy of these can be faxed at the time the bill is sent so Caltrans will have something to review when processing the bill.

Labor Tab

The screenshot shows the 'EWB - Input' application window with the 'Labor' tab selected. The interface includes a menu bar (File, Edit, Record, Help), a toolbar with various icons, and a series of tabs (EWB, Equipment, Material, Labor, Other). Below the tabs are input fields for Contract Number, CCO No., Contr. Rpt. No., Rev. No., RE Rpt. No., and Corr. No., along with a 'Detail Total' field and a 'Labor Markup' checkbox. A 'Query Mode' checkbox is also present. Below these are fields for 'Reject Code' and 'Rejection Comments'. The main area is a table with columns: Line No., Craft ID, Labor Name (first and last), Labor Regular Hours, Rate, Surchg, Overtime Hours, Rate, Surchg, Subsistence Units, Rate, Amount, and Reject Line. The table has 15 rows. At the bottom, there is a text input field for 'Enter value for : CRAFT ID - Up to 5 characters', a 'Record: 1/1' indicator, and a 'List of Values' button.

| Line No. | Craft ID | Labor Name First Last | Labor Regular Hours | Rate | Surchg | Overtime Hours | Rate | Surchg | Subsistence Units | Rate | Amount | Reject Line |
|----------|----------|--------------------------|------------------------|------|--------|-------------------|------|--------|----------------------|------|--------|----------------|
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Enter value for : CRAFT ID - Up to 5 characters
Record: 1/1 List of Values

This screen is for inputting the labor information. By double clicking in the Craft ID field, a listing of all valid Craft ID's is brought up for you to select from.

Other Tab

EWB - Input

File Edit Record Help

Contract Number CCD No. Contr. Rpt. No. Rev. No. RE Rpt. No. Corr. No. Detail Total Other Markup

Reject Code Rejection Comments

Line No. Description Amount OR Travel Expenses Units Rate Reject Line

Enter value for : DESCRIPTION - Up to 200 Characters - This is a REQUIRED Field

Record: 1/1

This page is for other expenses subject to labor markup from the Labor Input screen that can not be put on the Labor Tab.